Person Model
Adjudicator Training

Person Model Adjudicator Role Modules

This training covers two processes of Person Model Adjudication:

Module A: Getting Started *(Required)*

Module B: Person Information *(Required)*

Module C: Non-Employee Adjudication *(Required)*

These modules will guide you step-by-step through the process to enter required information for Person Model Adjudication.

Introduction

Welcome to the Person Model Adjudicator training. Identity management has become an important part of our homeland security and it directly affects you.

Homeland Security Presidential Directive 12 (HSPD-12) established the criteria for an interoperable, Personal Identity Verification (PIV) program within the federal government.

Your role as an Adjudicator is vitally important to the security of the nation, its assets, and its people. Each of us has an important personal role to fulfill in the credentialing process. By establishing an identity verification chain of trust, we will be working together to achieve a safer work environment and homeland.

The USDA PIV Credential is called the LincPass. As an Adjudicator, you will play a part in the process non-employees to enroll for a LincPass so they can access facilities and systems.

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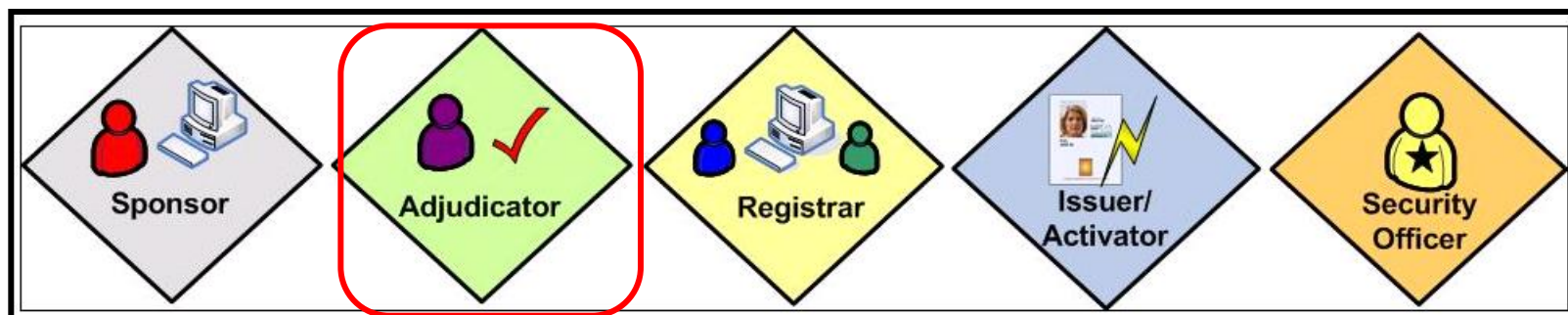
What is Person Model?

Person Model is USDA's database for storing and maintaining personnel identity records. Person Model maintains a single identity record for each person, and tracks the history of each relationship the person has with USDA over time.

For example, a USDA Federal employee who works for NRCS may also be a Volunteer with the Forest Service. Alternatively, a person who previously performed under a contractual agreement with USDA as a Contractor may become a Federal employee.
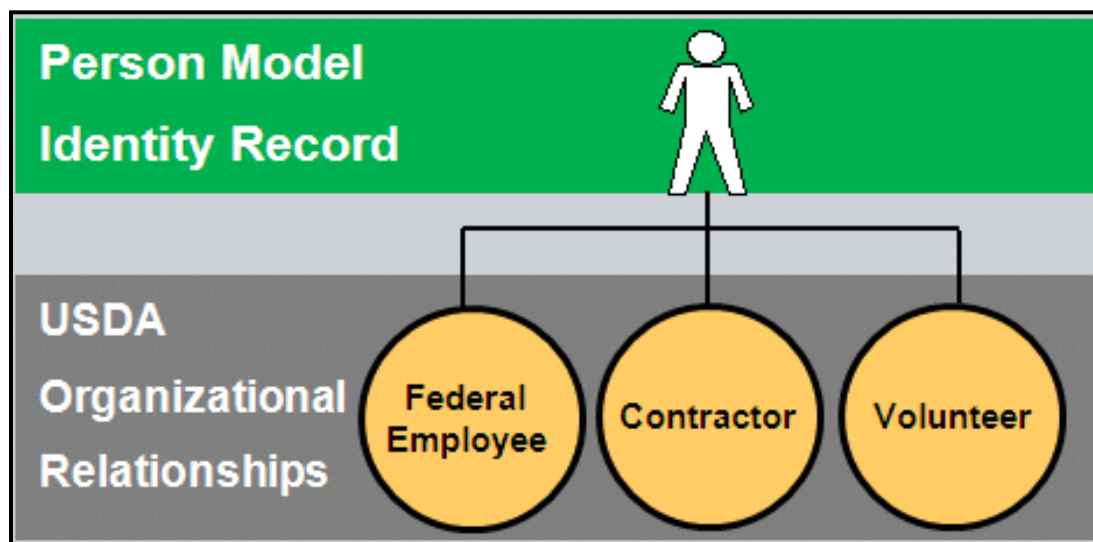
What are the benefits of Person Model?

- Payroll Personnel agencies no longer need to use two systems (NEIS and USAccess) to sponsor and adjudicate non-employees. All work will be completed in the Person Model.

- For each applicant, Sponsors will be able to view the non-employee's organizational relationship history on one screen instead of searching for individual contract assignments.

- The Person Model maintains a single identity for each person, resulting in less data entry for applicants who have a previous history with USDA, such as former Federal employees.

- Former Federal employees can now be successfully credentialed as non-Federal employees.

- Data fields accommodate all non-employee types instead of being contract-specific.

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What is a Non-Employee?

A non-employee is person who provides a service to USDA but is not a Federal Employee. Many different types of Non-Employees support USDA.

In Person Model, there are five options to represent the various Non-Employee types. Options include:

- Contactors
- Affiliates
- Fellows
- Interns
- Volunteers

Non-employees who are marked "Contractor" in Person Model will receive a Contractor LincPass with a green stripe, as shown in the *top* image on the right.

All others – Affiliates, Fellows, Interns, and Volunteers– will receive an "Associate Dignitary" LincPass with a white stripe, as shown in the *bottom* image on the right.

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The Adjudicator Role

The Adjudicator must be a U.S. Government official. The Adjudicator is assigned to this role by the Agency Role Administrator in the USAccess portal. You must receive USAccess Adjudicator training and be USAccess-certified before you can be assigned the Adjudicator role in USAccess.

The Adjudicator is the individual authorized to record or update the status of adjudication results for a non-employee in Person Model. A favorable adjudication result will initiate the PIV credential issuance process.

This training refers to the process of entering Background Investigation results into Person Model only. Adjudicators should follow their agency procedures for processing and adjudicating background investigations (BI).

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Adjudicator Role Prerequisites

To begin Adjudication duties in Person Model, you must meet the following requirements:

➤ **USAccess:**
- Completed the USAccess Adjudicator training
- Designated as an Adjudicator in USAccess by your Agency Role Administrator.
- Have a user ID and password for USAccess

➤ **Person Model:**
- Completed Person Model Adjudicator training and passed the Person Model Adjudicator test
- Have access to Person Model and have a user ID and password

➤ **Non-Employee Information:**
- Have BI results for the applicable non-employee

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Adjudication Procedures

The minimum required background check for a PIV credential is the National Agency Check with (Written) Inquiries (NACI) or other Office of Personnel Management (OPM) or National Security community investigation required for Federal employment .

A Federal Bureau of Investigation (FBI) National Criminal History Fingerprint Check is part of the background check.

When the background investigation (BI) is complete and a determination is made, the Adjudicator records the decision in Person Model.

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Defect Problem Report (DPR) references

Throughout this training module, you will see references to Defect Problem Reports (DPRs) that have been submitted to NFC. This indicates that a change request has been submitted for that screen, field or system function and is still in development.

For example, there may be a field name or menu item that will be changed in the near future. These DPRs are marked throughout the presentation.

Any changes due to pending DPRs will be updated in the final version of the training.

Module A: Getting Started (Required)

Step A-1. Open a web browser to the following address: https://icams.usda.gov.
A warning screen will display. Review the message, then click "I AGREE to the above" to move to the next screen, which will have a login field.

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Module A: Getting Started (Required)

Step A-2. Sign in to Person Model with your **User ID** (Required) and **Password** (Required).

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Module A: Getting Started (Required)

To perform actions in Person Model, you can either click on a link from the left-side navigational menu, or click the corresponding icon in the center of the page.

Step A-3. Click on **Non-Employee Processing,** then select **NEIS Adjudication Information**. This will direct you to the Person Model Adjudication main menu. From here you can search for existing records or enter a new one.

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Module A: Getting Started (Required)

You should have access to the following Non-Employee Processing functions located in the left-side navigational menu:

- Person Model Reports
- Person Information (view only)
- Person Model Adjudication Information
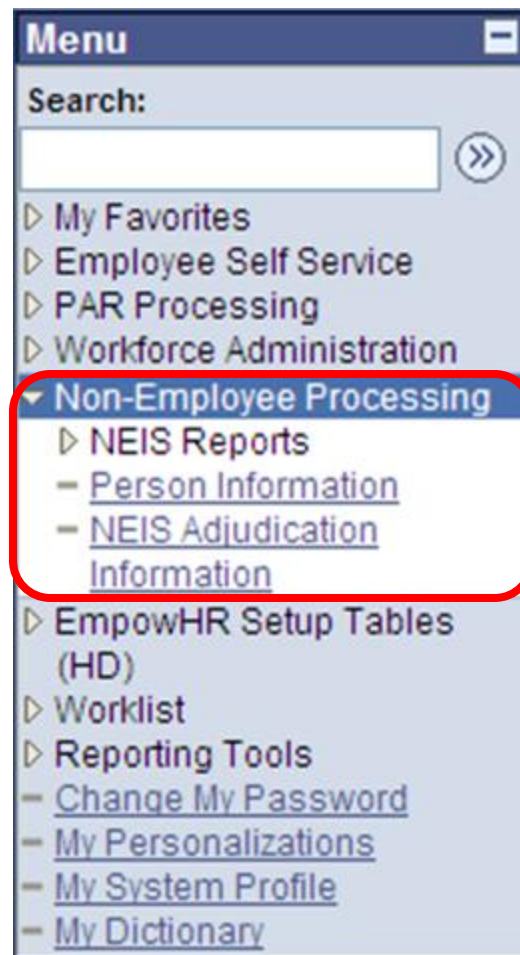
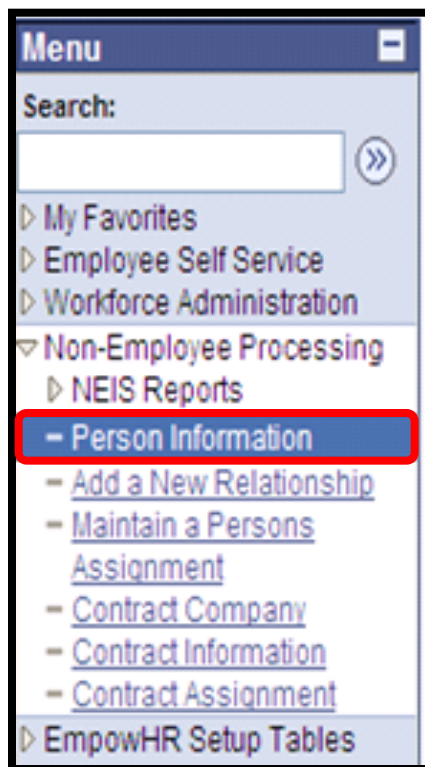## Module B: Person Information (Required)

The next few screens show you how to view Person Information, including Biographical Details and Contact Details.

You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.

Module B: Person Information (Required)

B-1

Step B-1. From the left navigation menu select **Person Information.**. This will direct you to the Person Information main menu. From here you will have read-only access to Biographical Details and Contact Information.

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Module B: Person Information (Required)

DPR: Menu items and Page headings to be made consistent.

B-2

Step B-2. To search for an existing Person Information record, select the **Find an Existing Value** tab. Use the drop down list to select one of the available search criteria. You may search by **EmplID**, **First Name**, **Last Name**, **Social Security Number**, or **Date of Birth**. Enter the search terms and click **Search**. Select the applicable hyperlink from the list of search results. You may also select Advanced Search for a Boolean search.

Module B: Person Information (Required)

B-3

| Biographical Details | Contact Details |

MICKEY MOUSE   Person ID: 262105

Name   Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date: 09/28/2011
*Display Name: MICKEY MOUSE   View Name

Biographic Information

*Date of Birth: 05/15/1928   83   Years   4   Months   Date of Death:
Date of Birth Re-enter   05/15/1928
Birth Country: USA
Birth State: VA   Virginia
Birth Location: Colinsville

Biographical History   Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date: 09/28/2011
Gender: Unknown

▼ National ID   Customize | Find | View All | ▦   First ◀ 1 of 1 ▶ Last

Country	National ID Type			Primary ID
USA	Social Security Number	123456789	123456789	☑

Country of Citizenship   USA   ☑ **Emergency Response Official**

Notes: Emergency Coordinator

[Save] [Return to Search] [Previous tab] [Next tab]

Biographical Details | Contact Details

Step B-3. Select the **Biographical Details** tab to view the biographical information.

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Module B: Person Information (Required)

Step B-4. Select the **Contact Details** tab to view additional contact information.

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Module C: Non-Employee Adjudication (Required)

The next few screens show you how to create a non-employee adjudication record in Person Model. Only a Federal employee designated as an Adjudicator may create or edit non-employee adjudication records in the system.

You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.

Module C: Non-Employee Adjudication (Required)

Step C-1. From the Person Model Adjudication main menu you can search for non-employee records ready for adjudication. Use the drop-down list to select one of the available search criteria (EmplID, First Name, Last Name, Social Security Number, or Date of Birth), enter the search terms, and click "Search".

Module C: Non-Employee Adjudication (Required)

NEIS Adjudication Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: [begins with ▾] [262105]

First Name: [begins with ▾] [ ]

Last Name: [begins with ▾] [ ]

Social Security Number: [= ▾] [ ]

Date of Birth: [= ▾] [ ] 📅

☐ Include History   ☐ Correct History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

Search Results

View All   First ◀ 1 of 1 ▶ Last

EmplID	First Name	Last Name	National ID Format	Date of Birth
262105	MICKEY	MOUSE	XXX-XX-4332	05/15/1928

C-2

Step C-2. Select the applicable hyperlink in the **EmplID** column from the list of search results.

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Module C: Non-Employee Adjudication (Required)

Step C-3. Investigation Type: Use the drop-down list to select the investigation type. If the non-employee has received a security clearance, enter the highest clearance completed. Note: The minimum requirement for HSPD-12 credentials is a NACI. At a minimum, non-employees must complete and submit paperwork for their BI (or enter and submit via e-QIP) and complete a fingerprint check to enroll.

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Module C: Non-Employee Adjudication (Required)

Step C-4. Status: Use the drop-down list to select the appropriate option*: "Approved" or "Not Approved."

Note: Selecting "Not Approved" in the Status field has serious consequences in the HSPD-12 system, and will revoke a non-employee's access to USDA facilities and systems. Please be sure to know, understand, and follow USDA business policy and standards for processing adjudication information.

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Module C: Non-Employee Adjudication (Required)

Step C-5. Adjudication Date: This field is masked and therefore does not permit data entry. The Adjudication Date will default to the current date when results were entered.

Step C-6. Adjudicator OprId: This field is masked and therefore does not permit data entry. The Adjudicator OprId will default to the Person Model Adjudicator's username.

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Module C: Non-Employee Adjudication (Required)

Step C-7. Notes: Additional notes about the investigation may be entered here.

Step C-8. Add a New Row: If a non-employee obtains an additional level of clearance, you may record it in Person Model in an additional row. To add a new row, click the plus sign button at end of any row. Follow steps B-1 through B-6 to add the new clearance information.

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Module C: Non-Employee Adjudication (Required)

Step C-9. Click the **Save** button. The Person Model Adjudication results have now been successfully recorded for the non-employee.

Person Model Reports

The Person Model Report Service allows system users to check non-employee status to determine where non-employees are in the LincPass sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific non-employee records. All users have access to Person Model reports through the NEIS Reports link.

New reports include a Location Report, Non-Employee Process Report, Period of Performance Report, and a Summary Report.

Refer to the Person Model Reports Guide on the LincPass Website for detailed instructions on using this new reporting utility.

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Adjudication Procedures Summary

Congratulations! You have just learned how to find, enter and save records in Person Model for Adjudication results.

Next Steps:
• Once adjudication results have been recorded in Person Model, the records will be sent automatically to the USAccess credentialing system.

• After the non-employee has been sponsored, he/she will receive an enrollment notification email with a link to the GSA Scheduling Tool. The non-employee should follow instructions in the email to schedule his/her appointment.

• After the non-employee has enrolled and favorable fingerprint results have been entered, the card will be printed and shipped.

• The non-employee will receive notification via email that the LincPass is ready to be picked up and activated. The non-employee will schedule his/her appointment using the GSA Scheduling Tool.

•The non-employee will pick up and activate his/her own LincPass.

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